

Manual Payments: SPPS Web Procedures for Processing Manual Payments and Adjustments – Payroll Action Request

Allows users to electronically transmit, update and view a manual request. These requests can include manual payments, collections, adjustments and other transactions not processed through the Automated Payroll/Personnel System.

Researching SPPS Web will allow you to directly access information about specific transactions. The use of DOTSE/Manlog has been discontinued.

The Agency must submit a request for NFC for processing by adding the request to SPPS Web Adjustments and then clicking the icon RELEASE TO NFC. Only an ID with access to approve can release to NFC

NFC will process the request as follows:

- **Replace the hard copy AD-343 and DOTSE Manlog**
- **Assign the request to a technician - processing time of 7 business days on average depending on complexity**
- **Research, calculate and process**

After completion, payment will be processed and disbursed on the next manual pay schedule which is processed Monday - Friday at 11:00 a.m. CST, excluding holidays.

The Agency will have immediate access to gross to net computations. SPPS Web does not generate an Earnings & Leave Statement. An NFC-29 updates gross to net computation to PQ32 after the next process of PAYE, this will update the totals on the Earnings & Leave Statement and the W-2.

The Agency must submit a hardcopy package to NFC that includes the AD-343 and the following information:

- **AD-343's requiring backup**
- **BEC Cases (Leave Buy Back)**
- **All AD-343s for Administrative Billings and Collections (ABCO) continue to go to ABCO as a hard copy (ABCO fax 504-426-9757)**
 - **Travel debts**
 - **Military Deposits**
 - **Levy**
 - **Child Support**
 - **Commercial Garnishments**

If you have questions about Manual Payments, please contact our Payroll/Personnel Call Center.
